

RALEIGH FIRE DEPARTMENT DIVISION CHIEF PROMOTIONAL DOCUMENTATION CHECKLIST

The purpose of this checklist is to help each candidate locate, save and upload the required documentation for the promotional sign up process on NEOGOV.

Please review the following RFD Administrative Directives to verify promotional eligibility and understanding of the examination process.

- **1010.7.1; Promotional Eligibility Criteria**
- **1010.7.2; Promotional Examination Process**

REQUIRED DOCUMENT CHECKLIST FOR DIVISION CHIEF PROMOTIONAL SIGN UP

• RFD Promotional Application
• Consent to Background Investigation
• Evaluation Status letter
• Copy of valid NC Driver's License- Class A or CDL
• Accredited College Degree (if applicable per AD 1010.7.1)
• Job resume' and interest letter

Locate RFD Promotional forms and tutorials on Document management. Select in the following order:

KTC folder- Career Development Planning folder- Promotional forms folder.

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| • Review the NeoGov instructions document |
| • Review the How to create and sign an electronic signature document |
| • Review the RFD Division Chief Promotional Form Checklist (this document) |
- Begin to save the required documents from the promotional forms folder so you can upload into NeoGov
 - Locate, scan and save the required certifications, diplomas/transcripts and your driver's license
 - **Suggestion:** create a "Promotional" folder in your P drive (when you are logged into the high speed connection- name a folder under "my documents" so you can pull it up when you begin to upload specific documents on NeoGov)
 - Name each document (click file-save as- find your named folder-name the file-save) so you know which one to select once inside NeoGov
 - Do not forget to create your electronic signature so you can add it on the required promotional documents.
 - Your Supervisor will also need to create an electronic signature so they can sign the Evaluation Status letter (they can save and sign that document and email to you, then you can save it and fill it out completely)
 - **NOTE:** we will not accept hand written documents that are uploaded. RFD forms listed on this document are located in the promotional form folder on the DMS, and are form

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fillable. Electronic signatures must be provided by candidate and officer where requested. All other documents such as transcripts, licenses, certificates etc., must be scanned, saved and uploaded per instructions. Taking pictures of documents with your phone and then uploading will not be accepted.

- Before submitting your application, be sure to look over the email address **you** have entered closely. If you spell the email address incorrectly, you will not receive important notifications.
- Once you submit your application, you will receive an automatic email confirmation that the application has been received. This is NOT an approval or denial. Applications submitted will be reviewed after the closing date and you will then receive an email stating you are approved or denied.

Please check to make sure you have uploaded all required documentation on your application and answered all questions before submitting.

- If you were to forget an item, you **can** log back into your account before the closing date and resubmit your application. When you create your NEOGOV account, it is a good idea to write down your user name and password and keep in a safe place.
- When the time comes to apply on NEOGOV once the application period is open, please remember some suggestions:
 - You must access NEOGOV on either Mozilla Firefox or Google Chrome. DO NOT access on internet explorer as the application will be missing required sections.
 - Once you open the application and see the job posting for Division Chief, the job title and job number will be at the top of the posting. Be sure to type that onto the top of your Consent to Background document and then save it.